UNITED STATES POSTAL SERVICE

ADDENDUM SUMMARY – August 2006

To: <u>Confirm® Service User Guide, Pub. 197 (Sept. 2004)</u>

<u>**FEATURES**</u>:

- **SECTION 1 – Introducing OneCode Confirm^{TM} with the USPS *4-State Customer Barcode***

  Coming September 2006

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This Addendum Summary documents changes to be included in the next published version of the *Confirm® Service User Guide (Pub. 197)*. Information contained in this document is current – with regard to the Confirm service – unless otherwise indicated. The Addendum Summary may be appended as additional changes become necessary. The Confirm Service User Guide will be updated when hardcopy inventory is depleted and/or when major changes warrant immediate revisions to the published version. Publication date for a new version of the complete User Guide has not yet been determined.

SECTION 1 – Introducing OneCode Confirm^{TM} with the USPS *4-State Customer Barcode* (Beginning September 1, 2006)

Introduction

The USPS 4-State Customer Barcode is the United States Postal Service® next generation of barcode technology used to sort, track, and request special services for letters and flats. **This multi-functional barcode is now available for use in the Confirm® service. The new option is called OneCode Confirm^{TM}.**

Since September 2002, the USPS Confirm service has provided mailers with the ability to use PLANET® Codes to help track letter- and flat-size mail. Mailers have used digits available within the PLANET Code, along with the POSTNET^{TM} Code, to uniquely identify mailpieces. Confirm service mailers can use either an 11- or 13-digit version of the PLANET Code.

The USPS and the mailing industry, however, agree that there is a need for increased barcode capacity beyond the limits of the PLANET Code. With increased data capacity compared to the PLANET Code, the 4-State Customer Barcode is seen as an expanded next step for mailpiece sorting and tracking within the mailing industry.

Beginning September 1, 2006, Confirm service subscribers have the option of using the 4-State Customer Barcode on their letter mail. The USPS plans to extend this option to flat mail at a later time. PLANET Code capability will continue to be offered as part of the Confirm service.

OneCode Confirm – What Is It?

OneCode Confirm is the new option for the Confirm service that allows use of the new 4-State Customer Barcode. The first advanced Intelligent Mail® code, the 4-State Customer Barcode is similar to the POSTNET^{TM} Code and PLANET® Code – all belonging to the class of height-modulated barcode. While POSTNET and PLANET Codes use tall bars and short bars to encode data, the 4-State Customer Barcode uses 4 different vertical bars to encode data, as shown in the following examples.

4-State Customer Barcode	**PLANET® Code**

The 4-State Customer Barcode is designed for use in high speed, automated, mail sortation machines. This allows both the PLANET Code and POSTNET barcode information to be combined into a single barcode with expanded tracking capability. The 4-State Customer Barcode configuration – containing 31 digits – is only slightly longer than an 11-digit POSTNET or PLANET barcode.

Major Benefits of OneCode Confirm

The primary benefits of OneCode Confirm are:

- One barcode – instead of two – frees up more mailpiece "real estate". OneCode Confirm enables mailers to utilize just one barcode for both mail sorting and tracking. The 4-State Customer Barcode's expanded data capacity configuration is designed to include not only tracking information found in PLANET Codes, but also the entire delivery point mailing address (i.e., POSTNET) used to sort the mail. All mail-processing equipment (MPE) used to sort the mail with POSTNET code is now enabled to sort with the 4-State Customer Barcode. The use of one barcode for multiple purposes gives mailers more space and less clutter on the front of mailpieces.

- More digits than PLANET Code for use in tracking OneCode Confirm mail. Currently, the USPS allows Confirm mailers up to six digits for outgoing mail (i.e., Destination Confirm) and 11 digits for incoming Reply Mail (i.e., Origin Confirm) to use in any way they see fit. This is suitable to a large number of customers. However, some mailers have expressed a need for even more data capacity for their own unique coding purposes. The 4-State Customer Barcode provides a total of 9 digits for Destination Confirm mail and 15 digits for Origin Confirm mail that mailers can use for their own use to track mailpieces.

- More data capacity allows USPS to use the 4-State Customer Barcode for more applications. Expanded data capacity within the 4-State Customer Barcode will allow USPS to use the code for multiple applications, beyond mail sorting and the Confirm service. For example, a mailer may wish to identify a mailpiece for Confirm, as well as ACS^{TM}, Address Change Service. The 4-State Customer Barcode would be encoded in such a way that multiple services may be supported by a single barcode.

OneCode Confirm Format Requirements for Subscribers

The USPS has developed 4-State Customer Barcode specifications that accommodate the existing Confirm service and PLANET Code framework and work within the current Confirm processing system. The USPS has built capability to accept the 4-State Customer Barcode configuration, which expands the amount of data mailers can use for their own purposes.

Once setup for OneCode Confirm, current Confirm service mailers will be able to continue using their existing 5-Digit Confirm Subscriber ID(s) as required by the Confirm service. Tables 1 and 2 below provide detailed format requirements for using the 4-State Customer Barcode for Destination and Origin Confirm.

Unlike the PLANET and POSTNET codes, the 4-State Customer Barcode does not contain "human readable" representations of numerical digits. The data payload is a fixed-length array of 31 digits. An encoding algorithm translates these 31 digits into a series of 65 bars. Subscribers must have all requisite encoding software and fonts that can print 4-State Customer Barcodes that meet specifications prior to implementing OneCode Confirm. For references about the barcode specifications and encoding algorithm, see **Getting Started with OneCode Confirm** below.

As with use of PLANET Code, OneCode Confirm users must choose the appropriate PLANET Code format depending on the type of service – Destination Confirm (for outgoing mail) or Origin Confirm (for incoming reply mail).

Destination Confirm Format for OneCode Confirm

The 4-State Customer Barcode structure for Destination Confirm consists of data elements represented in the diagram and table below.
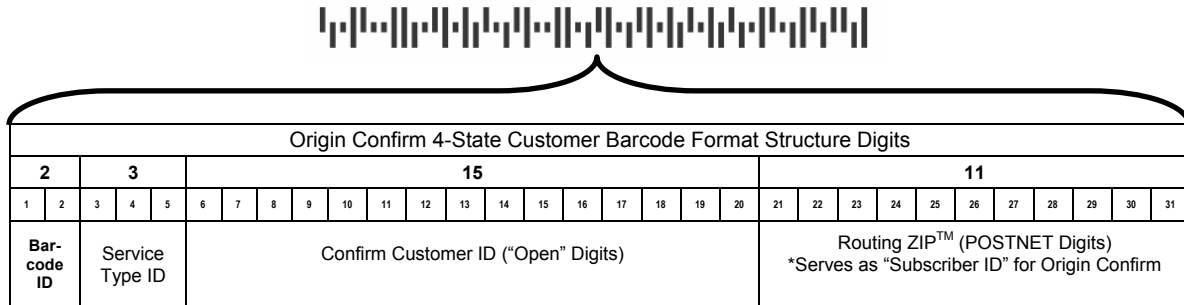

Destination Confirm 4-State Customer Barcode Format Structure Digits				
2	**3**	**6**	**9**	**11**
1 | 2	3 | 4 | 5	6 | 7 | 8 | 9 | 10 | 11	12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20	21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31
Bar-code ID	Service Type ID	Confirm Service Subscriber ID	Confirm Service Mailing ID ("Open" Digits)	Routing ZIP™ (POSTNET Digits)

Table 1. Field Definitions of the 4-State Customer Barcode for *Destination* Confirm

Element	Digits	Definition
Barcode ID	2	The 4-State Customer Barcode begins with a 2-digit identifier for internal USPS use only. The field is reserved for indicating Optional Endorsement Line (OEL) sort level and Exception Handling. Note: Confirm subscribers should populate this field with two zeros, unless instructed to do otherwise by other USPS programs utilizing the 4-State Customer Barcode.
Service Type ID	3	The Service Type ID identifies the specific service used for the mailpiece (i.e., Destination Confirm and mail class). For Destination Confirm, Confirm subscribers choose between 3 Service Type Codes: • 040 – Destination First Class • 042 – Destination Standard Mail • 044 – Destination Periodicals Note 1: The 4-State Customer Barcode does not accommodate separate Service Type IDs that differentiate mail shape (i.e., letter vs. flat). PLANET Code continues to accommodate this distinction. Note 2: When using OneCode Confirm for "seeding" automation-compatible mailings, a "non-seed" mailpiece may use the 4-State Customer Barcode containing a proper routing code to meet automation-rate eligibility. Such a "non-seed" 4-State Customer Barcode should contain a Service Type ID of "000" to indicate that the mailpiece will not generate Confirm service data. The subscriber should continue to include an appropriate Subscriber ID within the barcode.
Subscriber ID	6	A 5-digit Subscriber ID is assigned by the USPS to identify a Confirm subscriber. For OneCode Confirm, Confirm subscribers add a "leading zero" to represent the Subscriber ID. Example: if the customer's assigned Subscriber ID is 12345, then the customer places 012345 within the 4-State Customer Barcode Subscriber ID field.
Mailing ID ("Open" digits)	9	Field is available to the subscriber to use for their own identification purposes (e.g., mailpiece, mailing, client, etc.).
Routing ZIP (POSTNET digits)	0, 5, 9, or 11	Field will accommodate 5, 9, or 11 digits of ZIP Code information and must contain only the Delivery Point ZIP Code for the addressee. Subscriber should not fill this field with preceding or trailing zeroes.

Origin Confirm Format for OneCode Confirm

The 4-State Customer Barcode structure for Origin Confirm consists of data elements represented in the diagram and table below.

Origin Confirm 4-State Customer Barcode Format Structure Digits																														
2		**3**			**15**																**11**									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Bar-code ID		Service Type ID			Confirm Customer ID ("Open" Digits)															Routing ZIP™ (POSTNET Digits) *Serves as "Subscriber ID" for Origin Confirm										

Table 2. Field Definitions of the 4-State Customer Barcode for *Origin* Confirm

Element	Digits	Definition
Barcode ID	2	The 4-State Customer Barcode begins with a 2-digit identifier for internal USPS use only. The field is reserved for indicating OEL sort level and Exception Handling. Note: Confirm subscribers should populate this field with two zeros, unless instructed to do otherwise by other USPS programs utilizing the 4-State Customer Barcode.
Service Type ID	3	The Service Type ID identifies the specific service used for the mailpiece (i.e., Origin Confirm). For Origin Confirm, Confirm subscribers use Service Type Code: • 050 – Origin Note: The 4-State Customer Barcode does not accommodate separate Service Type IDs that differentiate mail type. PLANET Code continues to accommodate this distinction.
Customer ID ("Open" digits)	15	Field is available to the subscriber to use for their own identification purposes (e.g., customer, mailpiece, account number, etc.).
Routing ZIP (POSTNET digits)	0, 5, 9, or 11	Field will accommodate 5, 9, or 11 digits of ZIP Code information and must contain only the Delivery Point ZIP Code for the addressee. Subscriber should not fill this field with preceding or trailing zeroes. Note: Confirm requires 9- or 11-digit Routing ZIP to serve as "Subscriber ID" for Origin Confirm users. Digits must be registered within subscriber's Confirm account and match exactly with data contained within the barcode.

OneCode Confirm Mailpiece Scan Data Record Format

The Confirm system generates and distributes the OneCode Confirm mailpiece scan record raw data files in the same fashion as is currently done with PLANET Code data records. The OneCode Confirm raw scan data are distributed in separate files from the existing PLANET Code raw scan data.

The OneCode Confirm scan data record format is essentially the same as with PLANET Code – only expanded. The table below represents the format of the OneCode Confirm raw mailpiece scan record.

Position	Name	Description
1-5	Facility ID (ZIP)	The 5-digit number representing the facility where mail was processed.
7-9	Operation Code	The code that indicates the level of sort operation mail was processed.
11-29	Scan Date & Time	The date (mm/dd/yyyy) and time (hh:mm:ss) the mail was processed.
31-41	Routing ZIP Code (POSTNET)	The Destination ZIP Code used to process the mailpiece (5, 9, or 11 digits). Note: If the routing ZIP Code is included in the 4-State Customer Barcode and exists on the mailpiece without a POSTNET, then the digits from the 4-State Customer Barcode will appear here. If the mailpiece contains or receives a POSTNET in addition to the 4-State Customer Barcode, then the system defers to the POSTNET and POSTNET digits will appear here.
43-62	4-State Customer Barcode tracking	The remaining 20 digits of the 4-State Customer Barcode for OneCode Confirm.

Below is an example of the OneCode Confirm raw data file. All columns are separated by commas:

```
22081,896,12/29/2004 11:20:50,57401317223,00040012345990019102
22081,896,12/29/2004 11:20:51,57401246401,00040012345990019101
22081,896,12/29/2004 11:20:53,57446009797,00040012345990019104
22081,896,12/29/2004 11:20:54,57454001313,00040012345990019103
22081,896,12/29/2004 11:20:56,57462301027,00040012345990019106
```

Getting Started with OneCode Confirm

Beginning September 2006, OneCode Confirm will be available to new or existing Confirm service subscribers. To become a Confirm subscriber, follow instructions in the Confirm Service User Guide (Pub. 197) or contact Confirm Customer Assistance at 800-238-3150. Basic steps required for using the OneCode Confirm option are outlined below.

Step 1 – Obtain Software and Detailed 4-State Customer Barcode Information from USPS

To aid in implementing OneCode Confirm, a number of tools and resources are available via the USPS Rapid Information Bulletin Board System (RIBBS) Web site, including the detailed specifications for the 4-State Customer Barcode, an **online encoder/decoder tool**, **encoder software** for a range of platforms, and 4-State Customer Barcode **fonts**.

The USPS RIBBS Web site has a dedicated section for 4-State Customer Barcode resources available at http://ribbs.usps.gov/OneCodeSOLUTION/.

The detailed specifications for the 4-State Customer Barcode are contained in the Specification Document, *USPS-B-3200*, which is available for downloading to the general public.

To convert the 4-State Customer Barcode into meaningful information, the RIBBS Web site offers to the general public an online decoder tool where users enter the bar sequence and get back the numeric representation of that barcode. A similar online encoder tool is available for encoding users' own tracking and delivery point ZIP Code® information into a graphic representation of the 4-State Customer Barcode.

To encode the 4-State Customer Barcode in a production environment, RIBBS offers an extended library of source and binary code that can be downloaded and installed on a range of platforms. USPS provides support for a total of 20 combinations of language and operating system environments:

Operating System	*Language and Applications Supported*					
	C	**Java 2**	**COBOL**	**PL/1**	**MS Access**	**MS Excel**
MVS, z/OS, and OS/390	Y	Y	Y	Y		
VSE/ESA	Y		Y	Y		
OS/400	Y	Y	Y			
AIX	Y	Y				
Linux for pSeries	Y	Y				
Linux for Intel[2]	Y	Y				
Programmer Version for Windows	Y	Y				
MS Office Version for Windows					Y	Y

For each operating system, the encoding software package is distributed as a standard ZIP file. A user guide is included in each package to provide detailed operating system- and language-specific instructions on how to install and use the files in the package.

For printing the 4-State Customer Barcode in a production environment, a variety of 4-State Customer Barcode fonts are available for each of the four major production printing environments: AFP (MVS, AS/400, VM, and VSE), HP PCL, PostScript, Xerox Metacode, and TrueType. User guides for using these fonts are also available.

The library of encoder source and binary code and fonts is available only to registered RIBBS users. To register, please contact the 4-State Customer Barcode Help Desk at 877-640-0724. A customer service representative will take your information (name, company, address, phone and email) and issue you a username and password. You will then be able to download all resources.

Step 2 – Prepare and Submit Sample Mailpieces with the 4-State Customer Barcode

Confirm subscriber must prepare and submit 20 sample mailpieces containing the 4-State Customer Barcode. This will serve as notification to USPS to prepare subscriber's account to accommodate OneCode Confirm data transmission. Hardcopy samples must be forwarded to Confirm Customer Support at:

    NATIONAL CUSTOMER SUPPORT CENTER
    ATTN: CONFIRM SERVICE
    6060 PRIMACY PKWY STE 201
    MEMPHIS TN 38188-0001

For questions and follow-up, call Confirm Customer Assistance at 800-238-3150.

Step 3 – Receive Verification of Barcode Compliance and Final Approval

Receive verification from the USPS that sample mailpieces are compliant with specifications. Confirm Customer Assistance will work with subscriber to help correct barcode and mailpiece problems.

Upon final approval of samples, Confirm Customer Assistance will confirm with subscriber that they are setup and ready to mail OneCode Confirm mail.

Preshipment Notification for OneCode Confirm

Confirm mailers using OneCode Confirm should continue to submit preshipment notification (i.e., Electronic Mailing Data) to facilitate an Entry Scan on their Destination Confirm mailings. However, EMD does not fully accommodate the expanded digit configuration of the 4-State Customer Barcode. Therefore, when using the 4-State Customer Barcode, OneCode Confirm mailers should populate the EMD PLANET Code Elements (Field 22 – PLANET Code) with digits that "replicate" a 13-digit PLANET Code data string. Refer to diagram below that shows digits in gray that should be stripped from 4-State Customer Barcode in order to replicate PLANET Code information. This process is required in order to prepare OneCode Confirm information for possible use in performance reporting.

Destination Confirm 4-State Customer Barcode Format Structure Digits																														
2		3			6						9									11										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Bar-code ID		Service Type ID			Confirm Service Subscriber ID						Confirm Service Mailing ID ("Open" Digits)									Routing ZIP™ (POSTNET Digits)										

Subscribers submitting EMD with mailpiece information must continue to adhere to business rules for reusing PLANET Code information in order to help ensure accurate performance measurement. Adherence to these rules facilitates the proper linkage of Entry Scans to Mailpiece Scans for Confirm mail performance reporting. See Section 2 of this Addendum Summary for more information on business rules.

SECTION 2 – Additional *Current* Content Changes to Pub. 197 (to be included in future editions)

- **Chapter 3, Page 10 – "Steps to Apply for Confirm Service"**

  The third paragraph (i.e., point #2) should now read: "Receive verification from the Postal Service that your Confirm application was received and completed properly. Then go to the Mail Tracking & Reporting Web site at https://www.mailtracking.usps.com to complete the **Customer Request for Web Access** by clicking on the "**Sign Up**" button. If your business is not already registered with USPS, complete a new company profile. If your business is a current subscriber to Confirm, click the **"Sign Up"** button to search for the business to which the user is associated and complete a new User Profile form. Confirm Customer Assistance will review the information and notify you of your Mail Tracking & Reporting Web site logon."

- **Appendix A, Page 61 – "Confirm Stop-the-Clock Operation Codes"; Appendix H, Pages 131-139 – "MODS Operation Numbers"**

  Confirm Operation Codes listings have been updated. The newly updated listings of Confirm Stop-the-Clock Operation Codes and Confirm Operation Codes (master list) are currently available by logging into the Mail Tracking & Reporting Web site at https://mailtracking.usps.com under *Confirm Resources*. These Operation Code changes will also be reflected in Appendix I, Pages 141-142 – "Operation Code Definitions Matrix".

- **Chapter 5, Page 25 – "Rules for Reusing PLANET Codes and Shipment ID Numbers"**

  The following rules should now be referenced in addition to the current requirements in the above section:

  o "PLANET Codes should be assigned uniquely per drop site and should not be reused on other mailings or shipments for 30 days."

  o "Individual mailings or shipments dropped over successive dates/times at the same site should have PLANET Codes assigned uniquely per drop event."

  o "Adherence to these rules helps facilitate any desired linkage of Entry Scans to Mailpiece Scans."

  o "The same rules apply for use of the 4-State Customer Barcode with regard to mail represented by a preshipment notification. Refer to Section 1 of this Addendum Summary for information on preshipment notification for 4-State Customer Barcode."

- **Chapter 6, Page 31 – "What is EMD?"**

  Add the following reference to bullet #9: "Refer to Rules for Reusing PLANET Codes and Shipment ID Numbers, page 25" (see updates to this section above).

  Add note stating that the preshipment notification system requires that EMD submissions do not exceed 28K records of data. For example, if subscriber prepares EMD for shipments/mailings with more than 28K uniquely coded mailpieces, then subscriber must only place a sampling of the actual PLANET Codes (or 4-State Customer Barcode converted to PLANET Codes) within the EMD that causes EMD not to exceed 28K records. EMD files larger than 28K records will not be processed. The Confirm system will still generate subscribers' raw mailpiece scan data for PLANET Coded or 4-State Customer Barcode mailpieces not included in the "sampled" EMD.

- **Chapter 6, Page 32 – "EMD Preshipment Notification via Mail.dat"; Appendix E, Pages 107-117 – "Mail.dat® 02-2 Specifications for Confirm Service and Entry Information, Version 2.2. Release: October 2003"**

  The specification for submitting Confirm preshipment notification via Mail.dat was updated to accommodate Mail.dat version 05-1. USPS *PostalOne!* and Confirm no longer accept Mail.dat version 02-2 for this purpose. To obtain copy of *Mail.dat 05-01 Specifications for Confirm Service, Version 3.0, Release: November 2005*, please contact Confirm Customer Assistance at 800-238-3150.

- **Appendix D, Page 87 – "EMD PLANET Code Elements"**

  Add the following reference to Position 22: "Refer to Rules for Reusing PLANET Codes and Shipment ID Numbers, page 25" (see updates to this section above).